***We are now saving our work to Google Drive due to loss of files.***

Steps:

1. Save your file to the desktop.
2. Open Google and click on apps. (The waffle icon!!!!)
3. Click on “Drive”
4. Click on “Restore Down” icon in upper right hand corner to make the google window smaller
5. Click and drag file from desktop to the drive.
6. To retrieve a file go to Google>Drive and drag file to desktop to be accessed for whatever program you are using.
7. **WARNING!!!! DO NOT LEAVE ANY OF YOUR FILES ON THE DESKTOP AT THE END OF CLASS.**